

DESCRIPTION OF SERVICES

The County Administrator is the Chief Administrative Officer of the County and the James City Service Authority. He is appointed by the Board of Supervisors and is responsible to the Board for the execution of policies it establishes. The County Administrator acts as Clerk to the Board and is expected to handle the daily administrative operations of the County, as well as recommend service and policy improvements, develop an annual budget, generally guide the work of County employees, and ensure that the affairs of the County are conducted in an effective and responsible manner. Also in this budget is the Capital Projects Administrator.

BUDGET SUMMARY

		FY 02 Budget		FY 03 Adopted		FY 04 Adopted
Personnel	\$	376,986	\$	388,435	\$	403,616
Operating		31,808		27,090		28,419
Capital		350				28,000
Total	\$	<u>409,144</u>	\$	<u>415,525</u>	\$	<u>460,035</u>

PERSONNEL

Full-time Personnel	3.5	3.5	3.5
Part-time Personnel	1	0	0

BUDGET COMMENTS

Budget expenditures provide for a continuation of services. One half of a position is eliminated in FY 2003, and the budget increases by 1.6 percent overall. Funds are included in FY 2004 for the delayed replacement of a vehicle.